



City of Berkeley

Accountant I

Salary: \$5,416.00 - \$6,393.00 Monthly
(in addition to a generous benefits package)

Final Filing Date: August 24, 2015, 5:00 p.m.

The City of Berkeley has an immediate opening for Accountant I in the Accounting division of our Finance Department. The Accounting division maintains the City's general ledger, and prepares the City's internal and external financial statements and reports. Accounting is responsible for all bank reconciliations, development of the indirect cost allocation plans, and quality control review on accounting transactions entered by all departments. Accounting also prepares all required State Controller, payroll, and sales tax returns.

This is the entry-level class of the professional accounting series. Under close supervision, performs professional accounting and financial analysis work in the areas of bank reconciliations, monitoring of grant transactions, recording and reporting of financial transactions, preparation of sales and payroll tax returns, account analysis, assistance with the preparation of the City's indirect cost allocation plans, and assistance with the preparation of external reports.

To qualify, you must have a Bachelor's Degree from a four-year college or university in accounting, or a closely related field, which included at least 24 units total consisting of intermediate advanced governmental and cost accounting.

Applicants passing all examination phases will have their names placed on an employment eligible list that hiring department(s) will use to fill positions throughout the year.

To apply and for more information about this opening, please visit our website at <http://agency.governmentjobs.com/berkeley>, no later than Monday, August 24 at 5:00 p.m. (PST).